

Compensation & Benefits

ANNUAL SALARY: \$270,430 — \$409,318

(MAPP RANGE R25) This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will participate in a contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California. If the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA) unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 19% of the employee's monthly salary.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – Eleven paid days per year.
- **Transportation Allowance** - A monthly transportation allowance of \$656.
- **Split Dollar Insurance** - Level life insurance death benefit of \$50,000 to \$250,000 depending on age at entry into the Plan.

To Be Considered

Highly qualified candidates are invited to submit a cover letter, statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include **ALL** of the following:

- Candidate's ability to meet the requirements as stated in this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address:

ExecutiveRecruitment@hr.lacounty.gov

Please indicate the position title of **County Counsel** in the subject line of your e-mail. Materials received by July 31, 2015, will receive first consideration. Electronic submittals are preferred.

Confidential inquiries welcomed to:
Bill Dukes

Department of Human Resources
Talent Solutions Division
Phone: (213) 974-2454

e-mail: wdukes@hr.lacounty.gov

This announcement may be downloaded from the County of Los Angeles website at:

<http://hr.lacounty.gov>

SPECIAL INFORMATION

SOCIAL SECURITY ACT OF 2004 — Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

VOLUNTARY STATE AND FEDERAL INFORMATION — Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.



THE COUNTY OF LOS ANGELES INVITES RESUMES FOR



COUNTY COUNSEL

Filing Period: June 24, 2015 until position is filled



Make the County of Los Angeles Your Employer of Choice



The County of Los Angeles

With a population of over ten million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world renowned museums, theaters, the nation’s motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world’s finest urban recreational attractions, are freeway close.

The County is governed by a five-member Board of Supervisors (Board) who are elected on a non-partisan basis and serve four-year staggered terms. As the governing body, the Board serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are 34 appointed department heads that report to the Board. There are also three elected officials (Assessor, District Attorney, and Sheriff) for a total of 37 major administrative units or departments that currently serve the needs of the County’s residents.

Selected by Forbes Magazine as one of America’s Best Employers of 2015, the County’s annual budget for fiscal year 2015-2016 is \$26.9 billion, with funding for approximately 106,000 positions to serve its diverse population.



The County Counsel

Managing the civil, regulatory and advisory law function of the largest county in the United States requires a unique individual, able to lead and direct legal staff addressing a broad range of legal issues. It requires an individual with confidence, credibility, objectivity, client orientation, and political savvy, supporting policy decisions of elected and appointed officials in a strategic and transparent manner. The individual serving in the role needs to be resilient and open to a variety of viewpoints and approaches, as he or she provides high-level legal advice to public policy makers in a County with a population larger than 42 states. The County of Los Angeles is conducting a search for such an individual to serve as its County Counsel.

The County Counsel is appointed by, and reports directly to, the Board of Supervisors, and provides legal advice and services to the Board, County and District officers, the Metropolitan Transportation Authority, and a number of special districts; and leads the planning and directing of all operations of the Office of the County Counsel.

The newly appointed County Counsel will lead the Office of County Counsel to a more proactive approach in preventative law and risk management; develop and implement new initiatives, strengthening current practices, and enhancing client relations through a variety of communication channels. He or she will assess, enhance, implement and monitor the cybersecurity and privacy framework to improve protection and preservation of the privacy, confidentiality, integrity and availability of the County’s IT infrastructure, assets and information. County Counsel will represent the Board’s interests and serve as the Board’s advocate on legal issues and concerns, and provide sound, thorough, and objective legal counsel and advice to the Board on the legality of issues before them.

The County Counsel sets the legal agenda for the County, with a major effect on overall policy development. He or she drafts and comments on legislation at the local, State and federal level.

Directing an organization of the same size as a top 200 full-service law firm, the County Counsel is accountable for a budget of \$108 million, and a budgeted staff of 580 positions. As Chief Litigation Officer, the County Counsel has exclusive charge and control of all civil actions in which the County, County officers or County employees are a party; and also assists in presenting the County’s position in the State Legislature and before state and federal regulatory agencies and administrative hearing boards.

COUNTY COUNSEL

The Candidate

The ideal candidate will be a trusted legal advisor with the professional demeanor, the highest ethical standards, and confidence to advise an active Board of Supervisors on a broad range of subject matters. This person will be proactive in bringing issues to the Board’s attention, be creative, have good judgment, and be able to multi-task and function effectively in a dynamic environment with shifting priorities. He or she will have excellent interpersonal skills with the ability to project confidence and credibility to the public, an ability to relate to a broad variety of individuals, and to emanate the highest level of professional deportment at all times.

The County Counsel will have excellent verbal and written skills, be capable of providing strong procedural advice in a clear and concise manner, and will be timely in the presentation of information. This person should also be appropriately assertive; able to persuade, influence, and provide his or her best professional judgment and opinion; and not be afraid to admit when he or she does not know the answer. The selected candidate will be responsive and accessible to Department Heads, energetic, able to organize and prioritize work, and be solution-oriented. He or she should feel comfortable being in the spotlight; have formidable defenses; be able to problem solve under pressure and defend his or her position; and not be afraid to say no. He or she must have strong leadership skills, set the tone for the Office, and hold staff accountable.

The individual selected will balance a strong personality with a resilient nature, and will be known in the professional community as a pacesetter and decisive leader.

Qualifying Experience

Demonstrated knowledge, skills, and abilities required in managing a legal department of a city or county, a legal department of a state or federal agency, or a law firm or corporate law office involved in civil litigation. Such management includes responsibility for the preparation for and trying of civil suits; the provision of legal advice to officials; the management of litigation in a cost effective manner; the technical and administrative direction of attorneys; and the preparation of budgets and other administrative duties necessary to the conduct of the Department’s, firm’s, or office’s affairs.

The individual appointed must possess admission to practice law in all courts of California.

A California Class “C” driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions is required for the position.

U.S. citizenship is required for appointment to this position.

Desirable Qualifications

- Demonstrated progressively responsible experience in a variety of civil law specialties or areas, including but not limited to medical malpractice, employment law, and providing defense to law enforcement personnel.
- Embodies the ability to work effectively with elected officials, agency staff, and with various segments of the legal system.
- Proven ability to apply creative and innovative solutions to complex problems.
- Demonstrated progressively responsible experience managing the practice of transactional and public law in a public entity law office, including such issues as land use, the Brown Act, and ethics and conflict of interest issues.
- Demonstrated ability to use technology effectively to improve communication and case management, prepare cases for trial, manage documents, track litigation trends, and control legal fees and costs.
- Advanced education in public administration, business administration, or civil law.

The Selection Process

Each candidate’s background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate’s preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. NOTE: A background investigation will be completed on the candidates recommended for this position.

